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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

DATE: 9 July 1953

1. GENERAL:

25X1A6A

25X1A6A

a. Move to [] (continued item)

(1) As mentioned in last week's report, the consolidation of stocks and facilities into the [] has been virtually completed. Only Medical supply stocks and the typewriter shop are yet to be moved and no change in progress can be reported in the readiness of space for these two functions at []

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(2) The bus service provided for employees traveling to and from [] will be discontinued as of 15 July. Personnel using this service have been advised and no hardships are envisioned for employees since adequate car pools and riding arrangements are available.

25X1

b. Supply Training: (continued item)

Nothing new to report.

c. Supply Economy Program: (continued item)

It is encouraging to note that as a result of individual efforts to conserve materials and reduce operating costs, offices are continuing to return supplies, which are excess to their needs, to the Building Supply rooms. During the past two weeks, 50 boxes of expendable items have been returned to stock along with 149 pieces of non-expendable property.

2. PROJECTS AND STUDIES IN PROCESS:a. Stock Numbers for New Electronic Items: (continued item)

No change.

b. Cross Index Supplement to the Agency Catalog: (continued item)

No change.

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3. OTHER ITEMS OF INTEREST:

a. Supply Regulations: (continued item)

Comments have been received from Logistics Office components and recommended changes have been made accordingly. Ten of the eleven regulations have been retyped, and will be submitted for final transmittal to the Regulation Control Staff, DD/A.

25X1

25X1A6A c. Carloadings at (completed item)

Since the operating figures previously reported under this caption are covered in the Monthly Activity Report, no further coverage will be made in this report.

4. SPECIAL PROBLEMS:

None

5. MAJOR OBJECTIVES:

See appendix attached for current status and appropriate comments relative to progress in the accomplishment of the major objectives of the division.

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Attachment

LO/ED:DWW:mt (9 July 1953)

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